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**City of Albuquerque
Statement of Work for Phase 1 of ERP
Project Quality Assurance Management
October 1, 2006**

Benefit to the City of Albuquerque

The Quality Assurance Manager will provide the City of Albuquerque decision makers information. The information is intended to assist the City of Albuquerque decision makers reduce project risks, improve decision making, improve quality and reduce costs associated with implementing the Enterprise Resources Planning (ERP) project.

Scope

As required by the City's Project Manager or the ERP Steering Committee, Contractor will provide the following services:

- Due Diligence and Confirmation activities including:
 - Conducting due diligence activities to ensure the vendors selected provide services to meet the needs of the City and the project
 - Performing reference checks of the vendors offering services to the City for this project
- Quality Assurance Management Services associated with the implementation of the PeopleSoft HRMS, Financials, and Enterprise Performance Management (EPM) Application. Services include:
 - Quality planning (create a QA Plan)
 - Quality Assurance Review
 - Independent Verification and Validation (IV&V)
 - Gather data related to the performance and morale of the project team
 - Review deliverables and consult with the City's deliverable review committee(s) to ensure the acceptability of the deliverables
 - Review the documentation generated by the project to ensure it's adequacy for reporting and historical purposes
 - Report to the Steering Committee once each month to report on the findings of the Contractor
- Contract Negotiation activities including:
 - Working with selected vendors to facilitate preparation of contract documents including a Statement of Work and any contract modifications or Change Requests
 - Reviewing the contract and the Statement of Work and document items requiring discussion or negotiation

- Participating in negotiations and reaching agreement with the selected vendor on optimal contract/negotiation items
- Presenting the contract to the City for the City to obtain legal review and sign-off

Approach/Tasks

The Contractor will take the following approach/perform the following tasks in the delivery of the above-listed services:

- Periodic inspections and reviews of project documents and other documentation related to the project
- Interviews with the City of Albuquerque project team, stakeholders, steering committee and/or executive sponsor
- Interviews with the vendor project team, ERP Steering Committee and/or project sponsor
- Conduct quality review meetings
- Create and administer surveys or focus groups
- Provide best practices information
- Conduct an onsite Quality Assurance Review once a month resulting in a formal report issued to the City. The report addresses the following:
 - Management Activities
 - Resources
 - Timeline
 - Implementation Activities
 - Scope
 - Financial Overview
 - Risk
 - Corrective Action
 - Other areas requested by the City of Albuquerque
 - The acceptability of the deliverables
 - Progress against upcoming milestones
 - Preparedness of the team for subsequent phases
- Be available as requested by the City to conduct additional QA related activities that focus on review, negotiation, discussion, consultation or presentation activities surrounding the Monthly Quality Assurance Review.
- The contractor will refrain from the performance of implementation activities.

Obligations of the City

The City of Albuquerque project team, stakeholders, Steering Committee and/or executive sponsor and the vendors implementing the PeopleSoft HRMS, Financials, and EPM Application will cooperate with and provide information as

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requested by the Quality Assurance Manager including a monthly interview to enable the QA Manager to consult with the City and evaluate the entire project.

Milestones

Milestone Number	Milestone Name	Acceptance Criteria	Projected Timeline
Milestone 1	Confirmation and Due Diligence for the Phase 1 contract with the Implementation Vendor	Contractor will deliver a written summary document of confirmation and due diligence results to the City Project Manager.	September 2006
Milestone 2	Implementation of Phase 1 Contract Negotiations assistance and Phase 2	The deliverable will be completed when the work product developed by the Contractor to support contract negotiations is complete. Work products may include the redlined contract, summary issue documents, negotiation schedules, etc.	September 2006 and February, 2007
Milestone 3	Quality Management Plan for Phase 1 and for Phase 2	The Contractor will deliver a written Quality Management Plan to the City Project Manager.	October 2006 and February, 2007
Milestone 4	Monthly QA activities and Project QA Report – Phase 1	The Contractor will deliver a written QA Report to the City Project Manager.	October 2006 through February 2007

Compensation and Method of Payment

The price for the consulting services described in this Statement of Work is not to exceed \$192,213.00 including expenses and applicable gross receipts taxes.

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The Contractor will charge the rates as defined in the GSA Schedule below for the services rendered.

The amounts due shall be payable monthly upon completion of the Services upon receipt by the City of properly documented invoices for payment as determined by the budgetary and fiscal guidelines of the City and on the condition that the Contractor has accomplished the Services to the satisfaction of the City. The City will notify the Contractor in writing within 5 business days after delivery of any Deliverable if the Deliverable is not accepted.

Labor Category	Commercial Rate Eff 1/1/2005	GSA Disc.	GSA Hourly Labor Rates
Developer	90	3.28%	87.05
Sr Developer	115	4.28%	110.08
Business Analyst	110	3.27%	106.40
Sr Business Analyst	135	4.28%	129.22
Test Manager	125	3.27%	120.91
Technical Architect	140	4.28%	134.01
Project Manager	150	3.27%	145.09
Program Manager	185	4.28%	177.08
Database Administrator	165	12.07%	145.09
Principal	200	3.28%	193.45

No expenses will be charged to the City unless travel or external meeting attendance is requested and approved by the City of Albuquerque prior to making the expenditures.